

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address  Department of Finance and Administration Division of Contracts and Procurement Peachtree Summit, 401 W. Peachtree St. NE Atlanta, Georgia 30308		<b>FOR RECORDS MANAGEMENT DIVISION USE</b> Date Received      Application No.      Date Completed JUL 31 1978 <b>78-150</b> AUG 8 1978	
4. Person to Contact  Allan B. Johnson, Jr.		5. Working Title Manager of Procurement Administration	6. Telephone Number  586-5143
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest      Latest  1973      Present	9. Records Series Title (followed by title used in office; if different)  Requests for Quotations Files		
10. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  <p>The Division of Contracts and Procurement is responsible for developing, maintaining, and implementing Authority-wide purchasing procedures, consultant selection procedures, centralized contracting procedures, and all competitive bidding on contracts under MARTA Act.</p> <p>Specifically, the Division is responsible for the purchase of bus parts, materials and services for transit operations; purchase of office supplies, furniture, equipment, miscellaneous services and concessions; administrative management and documentation for all consultant, construction and demolition contracts and federally-funded procurements; maintenance of all official contract files, bidder's lists, vendor file directories, contract lists, and related special reports. The Division is responsible for the retention and maintenance of all contracts and related contract documents so that they are available for audit and periodic review.</p>			
11. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. <p>Documents relating to:      Obtaining quotations on operational items costing between \$1,000 and \$5,000.</p> <p>Included are:      Mailing list, Request, quotations received, tabulation, concurrences, successful quotation, and related internal and external correspondence.</p> <p>File is arranged:      Numerically by Request for Quotation Number.</p>			
12. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>1 - 5</u> ; Seven to twelve months old <u>0 - 1</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves <u>3</u> ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
<input checked="" type="checkbox"/>		a. Is this the official copy of the series? If not, where is it?
	<input checked="" type="checkbox"/>	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	<input checked="" type="checkbox"/>	c. Is this a vital record?
	<input checked="" type="checkbox"/>	d. Does this series have historical or long term research value?
	<input checked="" type="checkbox"/>	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	<input checked="" type="checkbox"/>	f. Is the information contained in this series ever published? If yes, attach copy.
	<input checked="" type="checkbox"/>	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	<input checked="" type="checkbox"/>	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	<input checked="" type="checkbox"/>	i. Is this series (or a major portion of it) regularly microfilmed?
	<input checked="" type="checkbox"/>	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                                  |
|--------------------------|--------------|-----------------------------------|----------------------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.                     |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years.                     |
| c. Federal law           | _____ years. | f. Federal retention instructions | <u>3</u> years. <i>following</i> |

Attach copy or excerpt of laws or regulations. Explain administrative need.

*the completion of the MARTA project.*

*UMTA E.O.M. III D - 41 3/11/74*

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other see below then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Hold in the current files area until superseded or replaced by a later RFQ or Contract Proposal covering the same or similar subject matter.

Then: transfer to Authority Records Center. Hold for three years past completion of MARTA project; then destroy.

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved <i>Joann L. Baker</i> Department Records Management Officer Date <i>6-28-78</i>	Approved <i>Wayne K. Under</i> Legal Counsel Date <i>7/24/78</i>
Approved <i>William</i> Division Head/Designee Date <i>6/28/78</i>	Approved <i>Robert L. Barth</i> Division of Audit Date <i>7/29/78</i>
Approved <i>Robert C. J.</i> Department Head/Designee Date <i>7/20/78</i>	Approved <i>Carolee Hart</i> Department of Archives and History Date <i>8/4/78</i>
Approved <i>Carolyn S. Haik</i> Records Management Analyst Date <i>7/14/78</i>	Approved MARTA Management Advisory Committee Date